

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347

Date filed _____

(signed – PB)

CONDITIONAL USE PERMIT APPLICATION

Article _____ Paragraph _____

Applicant's Name: _____

Address: _____

Property Location: Tax Map Number _____

 Lot Number _____

Owner of Property Concerned: _____

Address: _____

Existing Deed: Book Number _____ Page Number _____

Briefly describe proposed change(s) or project:

Please attach plan/drawing of proposed project.

Is a variance or special exception required from any town regulation or ordinance?

Yes _____ No _____

Applicant' Signature _____ **Date** _____

If Agent, a signed letter of authorization is required from all current owners.

FEE SCHEDULE FOR APPLICATIONS

NOTE: ALL CHECKS SHOULD BE MADE PAYABLE TO THE TOWN OF MOULTONBOROUGH AND SHOULD BE ATTACHED WITH THE APPLICATION FOR SUBDIVISION APPROVAL.

HEARINGS: Special/Conditional Use Permit
\$100 (fee waived if part of concurrent application)

ADVERTISEMENT: \$75

NOTE: THE FEES LISTED ABOVE MUST BE RECEIVED BEFORE THE BOARD WILL CONSIDER AN APPLICATION. ALL ABUTTER LETTERS SHALL BE RECEIVED AT THE TIME OF APPLICATION WITH THE FORM LETTERS FILLED OUT READY FOR SIGNATURE, POSTAGE APPLIED AND ALL CERTIFIED MAIL CARDS AND RECEIPTS PREPARED. POSTAGE WILL BE THE RESPONSIBILITY OF THE APPLICANT. FEES PAYABLE TO THE CARROLL COUNTY REGISTRY OF DEEDS ARE THE RESPONSIBILITY OF THE APPLICANT.

PLAT REGISTRATION - *Applicants are responsible for all recording fees.*

All Plans, Plats and Notices of Decision are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

MINUTES:

COPIES OF THE MINUTES AND OTHER PUBLIC INFORMATION WILL BE MADE AVAILABLE TO THE APPLICANT UPON RECEIPT OF \$.50 PER PAGE AND THE REQUIRED POSTAGE. APPLICANTS FOR MAJOR SUBDIVISIONS SHOULD ESTABLISH AN ACCOUNT WITH THE PLANNING BOARD FROM WHICH TO DRAW.

TOTALS:

HEARING FEE \$ _____

LETTERS TO ABUTTERS \$ _____

ADVERTISEMENT FEE \$ 75.00 _____

POSTAGE \$ _____

TOTAL \$ _____

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, New Hampshire 03254**

Authority for Inspection or Examination of Land

The undersigned hereby authorizes the Town of Moultonborough's Planning Board, its members, officers, agents, employees, advisors or other in their company, to enter upon the property of _____ Tax Map _____ Lot # _____.

This property is the subject of an application presently pending before the Planning Board. The purpose of the inspection is to conduct an examination or gather information in connection with said application.

The source of my authority to allow access to this property is:

Sole Owner: _____

Co-Owner: _____

Other (Explain): _____

I understand and agree that such inspection or examination may take place on more than one occasion, and may be conducted by more than one person.

Notice(s) regarding this inspection may be given to me by regular mail at the following address:

Date _____ Signature _____

Abutters List

Name of Applicant: _____

Property Concerned: Tax Map _____

Lot Number _____

All abutters must be notified of the scheduled hearing by certified mail / return receipt. Said notices to be mailed by the Planning Board at the expense of the applicant not less than ten (10) days prior to the scheduled hearing.

Definition of "Abutter" (RSA 672:3)

"Abutter" means any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in RSA 356-B:3, XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

The following area abutters to the property: (Attach additional sheets with page numbers as needed.)

1. **OWNER/APPLICANT** Tax Map _____ Lot Number _____

Name: _____

Address _____

2. **AGENT(S)**

Name: _____

Address _____

3. Tax Map _____ Lot Number _____

Name: _____

Address _____

Abutters list continued

4. Tax Map _____ Lot Number _____
Name: _____
Address _____

5. Tax Map _____ Lot Number _____
Name: _____
Address _____

6. Tax Map _____ Lot Number _____
Name: _____
Address _____

7. Tax Map _____ Lot Number _____
Name: _____
Address _____

8. Tax Map _____ Lot Number _____
Name: _____
Address _____

9. Tax Map _____ Lot Number _____
Name: _____
Address _____

**Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254
(603) 476-2347**

-DATE-

Certified Mail - Return Receipt Requested

Dear Abutter,

The Moultonborough Planning Board will hold a ***Submission Hearing*** on _____
on a proposed _____ for _____ located on
_____, Tax Map _____ Lot _____. This ***Submission Hearing***
will be the _____ hearing scheduled at this meeting which begins at 7:00 P.M.

A Public Hearing possibly could be scheduled to immediately follow the ***Submission Hearing*** if
the application is accepted as complete for Board action.

This hearing will be held at the Moultonborough Town Offices. You are an abutter to this land
and if you wish to be heard, please either attend the hearing or send a letter or representative.

For further information you may call the Office of Development Services Monday - Thursday
7:30 AM - Noon & 12:30 PM - 4:00 PM, Friday 7:30 AM – 11:30 AM. The telephone number is (603)
476-2347.

Yours truly,

**Bonnie L. Whitney
Administrative Assistant**

*If the ***New Submission*** is not accepted as complete, the Applicant is responsible for the re-
notification of Abutters.

Certified Mail Procedure

1. Address and apply appropriate fee for certified mail on one business size envelope for each abutter, with return address as:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254.
2. Fill out one abutter letter as shown in application package.
3. Fill out "Receipt for Certified Mail" as shown.
4. Fill out the Return Receipt Post Card as shown.
5. Place "Receipt for Certified Mail" and Return Receipt Post Card for each abutter under flap of envelope and submit to the Land Use Office with your application and check for fees.

Do Not Stuff or Seal Envelopes

Apply proper postage for current US Postal rates for First Class Mail, Certified Mail Fee and Return Receipt Fee.

Certified Return

1. Abutter's Name and Address
2. Record Article Number
(Transfer sticker number from top portion of certified mail receipt)
3. Service Type: Check box for Certified Mail
4. Address front of card "Sender" with the following address:

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Moultonborough Planning Board And Zoning Board of Adjustment

Office Hours

Monday through Thursday 7:30 A.M. To 12:00 P.M.
12:30 P.M. To 4:00 P.M.

Friday 7:30 A.M. To 11:30 A.M.

Meetings

Zoning Board

First and Third Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified

Planning Board

Second and Fourth Wednesday of Each Month
7:00 P.M. At The Moultonborough Town Offices,
Unless Otherwise Specified



**Town of Moultonborough
Office of Development Services Fee Schedule**

Planning Board Fees
(Effective August 1, 2010)

Major Subdivision (3 or more lots)
\$300 + \$100 per newly created lot

Minor Subdivision (2 lots w/no further subdivision)
\$275

Site Plan Review
\$250

Boundary Line Adjustment
\$200

Voluntary Merger
\$0

Special or Conditional Use Permit (fee waived if part of concurrent application)
\$100

Plat Registration

Applicants are responsible for all recording fees.

All Plats, Notices of Decision and Planning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Zoning Board Fees
(Revised May 12, 2008)

Application & Hearing Fees

Variance
\$100

Special Exception
\$100

Equitable Waiver of Dimensional Requirements
\$100

Re-Hearing

\$100 - Hearing Fee

Appeal of Administrative Decision Fees

\$200 - Application Fee (Non-Refundable)

\$200 - Hearing Fee

\$200 - Re-Hearing Fee (If Granted by ZBA)

Plat Registration

Applicants are responsible for all recording fees.

All Zoning Board required documents are required to be recorded by the applicant at the Carroll County Registry of Deeds. Copies of all recorded documents shall be submitted back to the Town after recording at applicant's expense.

Abutters Notices for all Planning & Zoning Applications

\$2 per Abutter + postage, certified mail, return receipt requested.

Advertisement Fee for all Planning & Zoning Applications
\$75

Hard Copies
\$0.50 per page.

Electronic Document Transmittal
\$5.00 per transmitted document